

**Evaluation of Indiana's First Steps Early Intervention System
Process and Responsibilities
Family Interview**

1. Child and family are referred to the First Steps system.
2. Intake Coordinator visits family and completes combined enrollment form. The family is also presented with the provider matrix, selecting an ongoing Service Coordinator.
(all other required documents and activities are also completed by the Intake Coordinator and family during this visit)
3. Providers to conduct the child and family assessment/evaluations are notified of the referral and need to evaluate.
4. Providers conduct assessments/evaluations to assist in the eligibility determination process.
5. Ongoing Service Coordinator will complete the Family Interview.

Note: If eligibility is in question, the Intake Coordinator may wait until after evaluation/eligibility to present the selection of Service Coordinators. The Service Coordinator may then complete the Family Interview during the time that the 10 day prior written notice is being given.

6. Ongoing Service Coordinator provides the Family Interview to the SPOE within 48 hours. If a family refuses to complete the interview during this visit, the Ongoing Service Coordinator must have the family sign the form noting their refusal for the interview with the meeting date recorded. The cover page noting the refusal must be faxed into the SPOE within 48 hours.
(keeping a copy for their records)
7. IFSP is completed
8. Intake Coordinator will copy:
 Combined Enrollment Form: Sections F and G,
 IFSP: Section 3: Summary of Child's Present Level of Performance
 Family Interview

9. If for some unforeseen reason, the Family Interview is NOT completed prior to the IFSP meeting, the Ongoing Service Coordinator may only bill for the attendance at the IFSP meeting as a contact. (A service coordinator may NOT bill the IFSP meeting at the face to face rate if the Family Interview is not completed prior to the date of the IFSP meeting) The Ongoing Service Coordinator MUST complete the interview within 10 business days. The Ongoing Service Coordinator is then responsible to submit the original copy of the form to the SPOE and mail a copy of the form and all required information to the address below.

ALL children must have either a completed Family Interview document or a denial located in the file at the SPOE and copy forwarded to the address below.

10. Intake Coordinator will send to:
 Early Childhood Center
 Indiana Institute on Disability & Community
 2853 E. 10th Street
 Bloomington, IN 47408-2601
 Attn: S. Dixon/R.Dileo

Or fax to: 812-855-9630

Information must be sent within 5 business days.

If you have questions call:

Susan D. Dixon

Sudixon@indiana.edu

812-855-6508

Ross DiLeo

rdileo@indiana.edu

812-855-6508

Michael Conn-Powers

mipower@indiana.edu

812-855-6508

Or fax to: 812-855-9630

Billing for completion of the Family Interview:

- The service Coordinator may bill the completion of the Family Interview as a contact. By completing the Family Interview, the Service Coordinator may bill the **face to face time spent at the IFSP** under the current IFSP rate.
- If the Service Coordinator attempts to complete the Family Interview with a face to face meeting with the family, prior to date of the IFSP, the Service Coordinator may bill the **face to face time spent at the IFSP** under the current IFSP rate.
- If the family refuses to complete the Family Interview without a face to face visit from the Ongoing Service Coordinator, the Ongoing Service Coordinator may bill the IFSP meetings as a contact.
- If the Service Coordinator completes the Family Interview with a face to face meeting with the family, and the family declines services, is determined ineligible, or not in need of service, the Service Coordinator may submit for reimbursement for the face to face time spent with the family completing the Family Interview up to one hour if the Ongoing Service Coordinators provides the family with resource information as listed as needed in the interview form. In order for the SPOE to generate the authorization, documentation of completing the interview and communication with the family facilitating the flow of information to the family.

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Process and Responsibilities
Exit Summary**

1. Child and family prepare to transition out of the First Steps System.
2. **Service Coordinator** fills out the Exit Summary at your last face-to-face meeting or during the transition meeting.
3. **Service Coordinator** sends the entire Exit Summary to:
Early Childhood Center
Indiana Institute on Disability & Community
2853 E. 10th Street
Bloomington, IN 47408-2601
Attn: S. Dixon/R.Dileo

Or fax to: 812-855-9630

Information must be sent within 5 business days.

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Or fax to: 812-855-9630

Billing for the Exit Summary may only be submitted as a **contact**.